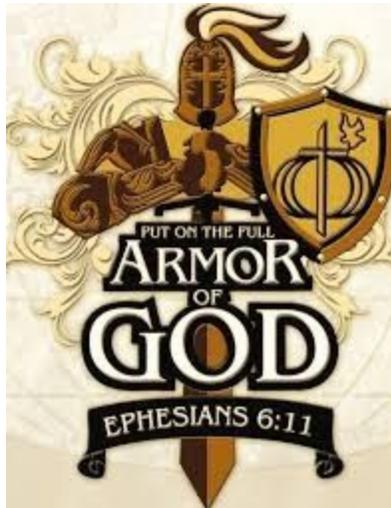


**Christian Life Academy Parent / Student Handbook  
Preschool Program**



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# **Christian Life Academy Parent / Student Handbook**

## **Preschool Program**

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# **Christian Life Academy Parent / Student Handbook**

## **Preschool Program**

### **Section 1: Structure, Philosophy, and Statement of Faith**

#### **Organizational Structure of Christian Life Academy**

Christian Life Academy is a ministry of Good Shepherd Wesleyan Church, a member of the Greater Ohio Wesleyan District. The school remains an outreach ministry of the church and continues to remain under its sponsorship and final administration. With the exception of building expansion, maintenance, budget approval, and decisions relating to the hiring of personnel, the day to day administration is conducted through the administrator who works in close consultation with the church board and church pastor. The Good Shepherd Wesleyan Church board and senior pastor serve as the governing body of the entire school.

The GSWC Board has the important function of receiving recommendations from the administrator and advising on policy change, staff hiring, budget oversight, and the general governing of the board. The board is amenable to the senior pastor and is granted power to act in most of the school's administrative decisions.

The following outlines the church / school relationship:  
Good Shepherd Wesleyan Church Board / Senior Pastor  
School Administrator  
School Faculty  
Parents and Students

#### **Non-Discrimination Policy**

Christian Life Academy does not discriminate on the basis of race, color, national origin, or ethnic origin in admission policies, financial aid assistance, or school-related programs. CLA reserves the right to select or to deny students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications, not limited to, but including a willingness to cooperate with administration and to abide by school policies of conduct and behavior.

The school is a non-public charter school option available to students seeking placement in Preschool and K-12 Education Programs. The role of Christian Life Academy is to educate students for spiritual and academic growth, equipping them to be successful members of their communities.

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## **Preschool Program**

### **Academic Information**

**Preschool Information :** The preschool program is a half-day program that consists of daily instruction in Bible, phonics, reading, art, music, social interaction, memorization exercises. Lessons meet the Ohio Early Learning Content Standards set forth by the Ohio Department of Education.

### **Teacher Qualifications**

All staff at CLA have made a profession of faith. All teachers in preschool are required to have a minimum of a high school diploma. K-12 teachers are required to have a minimum of a bachelor's degree and must be licensed by The Ohio Department of Education to be a classroom teacher. All staff are required to participate in at least 15 hours of professional development yearly.

### **Philosophy**

Good Shepherd Wesleyan Church / Christian Life Academy is founded on our understanding of God's Word, the Holy Bible. Our total effort is directed towards Christ-centered education to:

- A. Assist Christian parents in fulfilling their God-given responsibility to educate their children. (Eph. 6:4; Deut. 6:6-9).
- B. Assist the local church in its teaching of the responsibilities of the Body of Christ (Eph. 4:11-16).
- C. Meet or exceed minimum local, state, and federal requirements as they apply to point "a" listed above (Romans 13:1-7).

### **We believe Christ-centered education includes as a minimum:**

- A. The concept that all truth is revealed in the person of Jesus Christ as taught in the Bible and revealed by nature.
- B. The concept that the first priority of this philosophy is an understanding and personal relationship with God and not the acquisition of wisdom (Jeremiah 9:23-24).
- C. The concept that virtue (moral excellence) has a divine priority over the acquisition of knowledge (2 Peter 1:5).

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D. The rejection of any view that requires a compromise of the Bible as it might appear to conflict with scientific theories or discoveries.

### **To meet the goals of this philosophy, we have adopted the following criteria:**

A. Our staff and faculty must be committed to holy living, continuous preparation, a servant's heart, attitude, and personal professionalism.

B. The curriculum should reflect the Bible as foundational in every subject area, not just as a "part of" but rather as a "source of".

C. CLA exists to help parents meet their God-given responsibility of education their children, not to assume that responsibility. It is imperative that the parents and children be supportive of this philosophy as practiced in the day to day operation of the school.

D. A Christ-centered education should provide achievable, consistent, clearly recognizable, and worthy minimum requirements. At the same time, it should provide opportunity for study and ministry beyond these minimums.

E. The Christ-centered education should reflect the Christian ethic in every area of student, staff, and faculty activities (Colossians 3:17, 23).

### **Christian Life Academy Lifestyle Statement :**

GSWC / CLA believes that our total life is to bring praise and honor to our Creator. This statement is the general guideline for lifestyle concerns for the entire GSWC/ CLA community.

1. We believe that the Word of God is the inerrant revelation for Christian faith and personal behavior. In response to Divine truth, certain practices are forbidden by Scripture and other require restraint and control to avoid offense and harm to the body. The Lordship of Jesus Christ in the life of the believer is the guiding principle for the GSWC / CLA community.

2. Membership in a community carries the responsibility of setting aside certain personal rights for the good of the community. This is both a demanding and privileged responsibility to "love the Lord with all your heart and your neighbor as yourself",

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allowing this concept to govern actions towards others. The unselfish, Christ-like love can be the motivation for lifestyle and certainly is the evidence of holiness.

3. The ideals of holy living require that members of the community practice discretion and restraint in the choice of entertainment, use of leisure time, and association with others socially and in organizations. (I Cor. 10:31).
4. Attitudes such as greed, jealousy, pride, lust, bitterness, covetousness, hostility, an unforgiving spirit, and prejudice based on race, sex, or socioeconomic status are condemned in scripture. Therefore the GSWC / CLA community seeks to eliminate these attitudes as evidenced in speech and action and to see them replaced by godly attitudes appropriate to the mature Christian (Philippians 2:5-7).
5. GSWC / CLA has chosen to adopt certain practices that contribute to an environment appropriate to its mission and goals. We are advised to occupy ourselves with virtuous pursuits. Right thinking about the noble things in life leads to godliness in thought, speech, and action (Philippians 4:8).
6. GSWC / CLA defines marriage as the union of one man and one woman (Romans 1:24-26).
7. GSWC / CLA defines gender as male and female, created by God to distinctly complement each other and to reflect the image of God (Genesis 1:26-27).

### **Objectives of Christian Life Academy**

#### **Spiritual Objectives:**

1. To teach that the Lord Jesus Christ is the Son of God who came to earth to die for our sins.
2. To teach the necessity of being born again through faith in the Lord Jesus Christ.
3. To teach that progress in Christian living depends upon fellowship with God through daily focus on the Word, prayer, and service.
4. To teach that each Christian should purpose to yield himself whole-heartedly to God, a sustained sacrifice, obeying His will.

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5. To teach that the Bible is the Word of God and is practical and important, and to promote the application of Biblical principles to every part of daily life.
6. To show the way in which a Christian should live in this present world and not be identified with it.
7. To teach the urgency of the world missions, as well as personal witnessing.

### **Academic Objectives:**

1. To develop the abilities which God has given to each student, and to teach the student to apply himself to fulfill his responsibilities.
2. To teach that all of life must be related to God if we are to comprehend the significance of life.
3. To integrate academic subjects with the Bible.
4. To teach the student to work independently and cooperatively.
5. To provide a solid academic program of study.
6. To develop critical thinking and creative skills.
7. To develop effective skills for communication and appreciation of the fine arts.
8. To teach the knowledge and skills required for occupational competence.
9. TO teach our American heritage and the current events facing the world.
10. TO show the student his present civic responsibilities and to prepare him for adult citizenship with the understanding that government is ordained by God.

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## **Preschool Program**

### **Physical Objectives:**

1. To teach grace and deportment.
2. To teach respect for the body, a unique creation of God, and how to care for it properly .
3. To teach proper attitudes toward human bodies.
4. To develop good mental health.

### **Statement of Faith:**

We believe the Bible is the inspired, infallible, authoritative Word of God. We believe there is one eternal God of infinite holiness, wisdom, and power, who created and preserves all things and is self-existent in three Persons: God the Father, God the Son, and God the Holy Spirit. We believe the deity of Jesus Christ, in His virgin birth, sinless life, miracles, His vicarious and atoning death through His shed blood, in His bodily resurrection, ascension, and personal return in power and glory. We believe that in His death He provided a complete sacrifice for the sins of all men. We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential for his salvation. We believe in the continuing ministry of the Holy Spirit, by Whose cleansing and indwelling the Christian is enabled to live a Godly life. We believe it is He who leads us into all truth. We believe in the resurrection of both the saved and the lost; they who are saved are saved unto eternal life and those who are lost are lost unto eternal damnation. We believe in the creation of man by the direct act of God. We believe in the spiritual unity and fellowship of believers in our Lord Jesus Christ.

# Christian Life Academy Parent / Student Handbook

## Preschool Program

### **Section 2: Admissions & Tuition Policy**

#### **Admissions Policies and Procedures**

##### **A. Student Admissions**

Christian Life Academy welcomes all applicants of good character and academic reliability regardless of race, color,, or national origin. Students will make application to attend Christian Life Academy. Each student and parent will be interviewed by the administrator or administrator's representative. After evaluation of all factors, the student and parents will be informed of acceptance or nonacceptance.

Race, color, or national origin will not be used as a basis for acceptance or nonacceptance. Students will be assigned to the proper grade by the administrator based on interview, cumulative records, and any other applicable criterion.

##### **B. Admissions Requirements**

Students seeking admission to CLA are required to provide the following documentation:

- Application, health forms, birth certificate, pick up list, emergency contact list
- In the case of a transfer, school transfer documentation form from CLA office.
- Registration fee is due at the time of application for admission. (non-refundable)
- Parents must sign and submit the lifestyle agreement form, behavior agreement form, and tuition agreement form in the application packet.
- All new students will be on probation for the first nine week.

##### **C. Academic Requirements**

The education program at Christian Life Academy shall uphold the standards prescribed by the state of Ohio Department of Education and shall be in alignment with the Ohio Academic Content Standards.

##### **D. Withdrawal/Dismissal**

Withdrawal from the school must be made in person through the school office. All tuition will continue until the parents or guardians and students have completed the official withdrawal. Records will not be released until all bills are paid and all textbooks and other materials have been returned. Students who are dismissed from the Chrisitan Life Academy will not be considered for re-enrollment during the current school year.

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### **E. Exclusions**

Christian Life Academy does reserve the right to select students for enrollment or re-enrollment on the basis of academic performance, compatible religious commitments and personal qualifications including a willingness to cooperate with Christian Life Academy administration and abide by its policies. Admission of students who have behavioral issues, are on court-ordered probation, have been suspended or expelled from another school will be made at the discretion of the GSWC / CLA Board and the school administration.

### **F. Financial Information**

Christian Life Academy receives minimal government funds. Therefore, it is necessary that fees and tuition be paid when due. All accounts will be due and payable by the first of each month. Christian Life Academy does reserve the right to expel families for non-payment of tuition. Students who are receiving financial aid assistance from Christian Life Academy are expected to abide by the rules set forth in the financial aid agreements. Students and parents who fail to abide by the behavior guidelines of the school will forfeit their financial aid assistance and may be asked to leave the school.

#### **Tuition Policies**

Christian Life Academy is a private chartered non-public school funded through tuition payments. It is the responsibility of parents/guardians to maintain timely tuition payments to Christian Life Academy. Failure of families to meet financial obligations to Christian Life Academy will result in the removal of the student from the school and referral to a debt collection agency.

### **Financial Standing with Christian Life Academy**

A family must be in good financial standing with the school for the previous year(s) in order to attend school in the upcoming school year. Families with unpaid balances will not be permitted to Christian Life Academy until late balances are paid. Christian Life Academy reserves the right to hold student grades and records until balances are brought current.

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### **Tuition & Book / Supply Fee Payment Policies:**

Tuition and book / supply fee payments are due the first day of every month, or the first business day of the month. Late fees of \$40 per month will be assessed for all late payments. Monthly tuition invoices will not be sent to parents.

### **Daycare & Instructional Fee Payment Policies**

Daycare and instructional fee invoices will be sent to parents / guardians at the end of every month.

### **Past Due Accounts**

On the date an account becomes 45 days past due, the student or students will be suspended from class until the account is brought current. Students may not take exams at the end of the first or second semester, participate in field day, school sponsored trips, extra-curricular activities or programs, graduation, etc. until all tuition payments, and fees have been paid. Transcripts and student records will not be released until past due debt and contract obligations have been paid. For Seniors, all tuition, fees and fines owed must be paid before a student may receive a diploma and before transcripts or records can be released.

### **Returned Checks:**

All returned checks will incur a \$30 fee plus the cost of any bank processing fees.

# Christian Life Academy Parent / Student Handbook

## Preschool Program

### **Section 3: Student Behavior and Code of Conduct Policy**

#### **Discipline Policy**

Discipline is a positive system of training children in self-control designed to keep the child within acceptable limits of behavior while developing self-discipline and responsibility.

Christian Life Academy does not use corporal punishment to discipline students, including shaming a child for behaviors or restroom accidents, hurt, shaming, belittling a child, use of food as punishment, or leave children unattended / alone. We do use positive reinforcement to teach desired behaviors to children, including modeling appropriate behavior, applying rules consistently, help children talk out problems and encourage solutions.

1. CLA Staff are responsible for behavior of students while in their care.
2. Students that are misbehaving will be guided towards appropriate behavior through redirection.
3. Students may be separated from other students to go to a “time out” area, located in the same classroom as the student’s peers or in the school office, until the child’s behavior warrants rejoining the group for activities.
4. If the child’s behavior continues to be a discipline problem, the parent, teacher, and school administrator will meet to create a behavior intervention plan to help the child correct his or her behavior.
5. If the child’s behavior continues to disrupt the class or becomes a danger to other students in the program, the child will be asked to immediately be removed from the program.

Per Ohio Revised Code (ORC) 3301-37-10, the center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

(1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.

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(2) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.

(3) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.

(4) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.

(5) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.

(6) Techniques of discipline shall not humiliate, shame, or frighten a child.

(7) Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.

(8) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.

(9) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

### **A. Suspension and Expulsion**

Any act of expulsion of a child from Christian Life Academy shall be handled through the office of the administrator. The parents shall be notified immediately of such suspension in person or by telephone. The pupil may be suspended for a period of up to ten school days.

Acts which may be cause for dismissal are as follows:

- Gross misconduct
- Truancy (continuous unexcused absence)
- Continual violation of rules and regulations established by Christian Life Academy
- Negligence by parent or guardian with respect to statement of cooperation, statement of faith, standards of dress and appearance, and / or standards of parent conduct.

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During time of suspension or expulsion, the students will receive a failing grade for all work. The student must complete all class work during the suspension or expulsion.

### **B. Probation**

Probation is invoked when a student has a serious problem academically or behaviorally. It gives the student an opportunity to correct his / her problems. If he does not improve to a satisfactory level he will be dismissed, or asked to withdraw from the school.

**The problems for which a student would be placed on probation are:**

1. **Academic:** A student is placed on academic probation for the next nine weeks if:
  - a. He / she fails three subjects
  - b. He / she fails two subjects as well as Bible
  - c. He / she fails Bible for the semester
2. **Attitude:** A rebellious spirit which unchanged after much effort by the teachers or a continued negative attitude and bad influence upon other students.
3. **Disciplinary:** Continued, deliberate disobedience to a teacher or of school rules. Committing a serious breach of conduct inside or outside of school which has an abrasive effect upon the school's testimony.

Probation will last from nine weeks to a semester. Near the end of the probation period, the administrator will make a determination of removal from probation or withdrawal from school. A student who has been dismissed or withdrawn will be considered for readmission after a minimum of one semester from the date of dismissal.

### **Bullying Policy**

The Christian Life Academy School District believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

The Christian Life Academy School District will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

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The Christian Life Academy School District expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campuses, the Christian Life Academy School District will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

The Christian Life Academy school will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or the Office of Student Services. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part

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of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.

- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

### **Conflict Resolution Policy**

The Christian Life Academy School District believes that all students have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to openly disagree. With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others.

To prevent conflict, each school within the Christian Life Academy School District will incorporate conflict resolution education and problem solving techniques into the curriculum and campus programs. This is an important step in promoting respect and acceptance, developing new ways of communicating, understanding, and accepting differing values and cultures within the school community and helps ensure a safe and healthy learning environment

The Christian Life Academy School District will provide training to develop the knowledge, attitudes, and skills students need to choose alternatives to self-destructive, violent behavior and dissolve interpersonal and intergroup conflict. Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to, the following:

- Students are to resolve their disputes without resorting to violence.
- Students, especially those trained in conflict resolution and peer mediation, are encouraged to help fellow students resolve problems peaceably.
- Students can rely on staff trained in conflict resolution and peer mediation strategies to intervene in any dispute likely to result in violence.

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- Students needing help in resolving a disagreement, or students observing conflict may contact an adult or peer mediators (*School Nurse, School Principal , and Church Pastor*).
- Students involved in a dispute will be referred to a conflict resolution or peer mediation session with trained adult or peer mediators. Staff and mediators will keep the discussions confidential.
- Conflict resolution procedures shall not supplant the authority of staff to act to prevent violence, ensure campus safety, maintain order, and discipline students.

### **Care of Property**

Christian Life Academy is considered God's property. Respect for the appearance and care of our school is part of our Christian testimony. Sitting on desks, carving and defacing desks, eating in restricted areas, throwing things, littering, etc. are not permitted. Willful damage or destruction of school property will not be tolerated. All such damage must be paid for by the parents or guardian. All students are expected to immediately report any damage to furniture or other school property.

### **Articles Prohibited on School Premises**

Cigarettes, chewing tobacco, snuff, alcoholic beverages, narcotics, drugs, knives, guns, weapons, explosives of any kind, electronic devices, pornographic materials, inappropriate reading material not related to class work are all prohibited on school premises,

### **Student Cell Phone Policy**

Students may bring a cell phone to school but it has to be turned into the appropriate Morning Care Staff member/ Homeroom teacher upon arrival to school. The phone needs to be turned off before placing the phone into the box. Students will be able to retrieve their phone upon exiting the building at the end of the day. Students who do not abide by the cell phone policy will have their cell phones confiscated and placed into the school office until picked up by the parents. In the event of an emergency, students may request to use the school office phone.

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## **Preschool Program**

### **Christian Life Academy Photo / Video Policy**

Photos and videos of CLA students involved in various school-related activities are often used in school publications and printed in the local newspaper and school social media account. Photos and videos will not be posted without signed consent form located in school enrollment paperwork.

### **Group Rosters**

Annually the school office may prepare a program roster with the printed names and contact information of students in each class, including the parent's name and phone number. The roster may be made available to each family in the child's class. Families may opt in or out of being included in the published classroom roster by completing the consent form in the school enrollment paperwork.

### **Code of Conduct**

Student, parents, guardians, and staff are expected to conduct themselves with modesty and decorum at all times while on the campus of GSWC / CLA as well as while part of CLA outings, field trips, programs, and community events. Those who are not conducting themselves in an appropriate manner will be asked to leave the school premises, and may face suspension from CLA or be expelled from CLA.

Behavior that is unacceptable includes:

- Cursing and / or taking the name of the Lord in vain
- Sexually explicit or inappropriate language
- Threats towards students, staff, or other parents
- Continual disrespect towards administration and staff members
- Destroying school or church property or the property of others
- Stealing
- Fighting and / or striking staff other students or parents
- The use of tobacco, controlled substances, illegal drugs, or alcohol on school property
- Possession of weapons on school premises (knives, guns, etc.)
- Failure to adhere to school dress code
- Homosexual, transgender, or sexually promiscuous behavior

### **Search and Seizure**

School authorities are authorized to search a student or his / her property including vehicles, purses, bags, cell phones, etc., with or without the student's consent, whenever

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the school authorities reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. Searches may be conducted without notice and without announcement. CLA may request law enforcement to assist in search and seizure of student belongings and property, including the use of a dog to detect the presence of drugs or weapons and to patrol school property. Students have no reasonable expectation of privacy in their actions in public areas including common areas, cafeterias, classrooms, hallways, playgrounds, or parking lot. The school may use video surveillance in these areas. Anything that is found in the course of the search may be used as an evidence of a violation of school rules or the law and may be taken, held, or turned over to the police. CLA reserves the right to not return confiscated materials.

### **Section 4: Dress Code**

Students at CLA are expected to adhere to a dress code that reflects modesty and appropriate respect for their own bodies. Students are expected at all times to be neat and clean and to adhere to the dress code.

#### **Items Permitted in Dress Code:**

- Students must wear appropriate undergarments at all times.
- Students are permitted to wear t-shirts, button up shirts, sweaters, hooded sweatshirts, and sleeveless shirts that come to the edge of the shoulder.
- Female students are permitted to wear KNEE LENGTH capris, shorts, skirts, dresses, and regular length jeans, slacks, and leggings. Leggings/ tights may only be worn to school if they are not see through material, and may only be worn with a long tunic shirt that reach the tip of the middle finger when student is standing. Leggings and

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tights may only be worn with a long tunic or under a dress / skirt; they may not be worn as pants. Female students in grades 6-12 are permitted to wear make-up.

- Male students are permitted to wear KNEE LENGTH shorts or regular length sweatpants, slacks, or jeans.

### **Items Prohibited in Dress Code:**

- No clothing that exposes or reveals the stomach, waist, hips, thighs, buttocks, or undergarments. Pants must be worn at the waist at all times. No visible undergarments at any time will be permitted.
- No clothing that poses a safety hazard.
- Clothing that is determined to be disruptive to the educational process is prohibited (may include extreme hair styles, extreme fashion choices).
- No clothing that contains images that are sexually suggestive, drugs or alcohol, cursing, symbols of hate groups, gangs, profanity, or obscenity.
- No sleeveless tops, sweaters, dressed, ripped jeans or clothing with areas of exposed skin whether purchased or self-made.
- No trench coats
- No spaghetti straps or tank tops.
- No pajamas or houseshoes, except for approved pajama day classroom events.
- No facial piercings (including tongues), no prominent tattoos. Students may be asked to remove facial piercings and to cover prominent tattoos.
- No flip flops or sandals unless they have a strap that goes across the back of the foot to hold the shoe onto the foot (this is for playground safety purposes).
- Students in Preschool-Grade 5 are not permitted to wear make up. ‘

### **Disciplinary Policy for Dress Code:**

When a student does not adhere to the dress code the classroom teacher will communicate the violation with the parent and student directly. This will be documented by the classroom teacher. If the student violates dress code a second time, the school office will contact the family to bring the student clothing that is in alignment with the school policy. If the student violates the dress code policy more than two times the parent will be asked to have a conference with the school administration and school board member.

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### **Section 5: Emergency Procedures, Communicable Disease & Health Policy**

#### **Emergency Procedures**

The emergency evacuation routes are posted in each classroom. Teachers are given specific instructions in order to lead a rapid and safe exit of the building. No talking will be allowed during emergency drills. Students are to go quickly and quietly to the designated areas. Students in both preschool and elementary will participate in an emergency drills throughout the school year. Fire drills will be conducted monthly, tornado / earthquake drills will be conducted at least one time per year, active shooter emergency drills will be conducted at least once per year.

#### **Emergency Closing of School**

The closing of school because of bad weather or other emergencies will be handled in the following manner:

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1. All school related closures will be made at the discretion of the CLA administrative team.
2. In the event that school is closed, all the announcements will be made via:
  - a. Gradelink (automated call, email, and text)
  - b. WKOV - 96.7 FM
  - c. WSAZ - Channel 3 News
  - d. Channel 4 News Columbus
  - e. Facebook (gswclajackson)
3. Students, parents, and personnel are asked not to call the administrative team, office, or stations but to listen to one of the above.
4. Announcements about school closings will be made as early as possible.

Our Preschool Program will be closed anytime CLA school is closed because of bad weather or other emergencies. There is also a possibility that morning preschool could be on a one hour delay if we feel that road conditions would improve enough by 9 am.

**Daycare will be closed anytime that the preschool is closed.**

Grades K-12 may be on a one hour delay if the road conditions would improve enough that it would be safe for parents to bring their children to school.

### **Health Policies**

1. At no point in time is a student to be in possession of any prescription or non-prescription medication. Students, who are under a doctor's care and are required to take prescribed medications during the school day, must have their parents' complete necessary forms with the school nurse. Parents must then bring the prescription and the signed forms to the school nurse's office where the medication will be stored in a secure area and administered by a designated staff member at appropriate times.
2. No student with a temperature of 100 degrees or above will be allowed to remain in school. A parent will be called to pick up the student at school.
3. Students who are unable to participate in physical education class must have a note from home or a doctor's excuse.

### **Health Appraisal**

# **Christian Life Academy Parent / Student Handbook**

## **Preschool Program**

All students entering Christian Life Academy for the first time shall, within a reasonable time, show a birth certificate and proper health record as required by the Ohio Revised Code or a statement from a doctor giving a reason why a student will not be vaccinated. All children shall have a statement of completion of all required immunizations. All shots are required unless objected to in writing by their parents.

### **Health Service**

No student member shall be allowed to administer medicine on their own. If a student must take medication during the school day, the medicine, along with the administration of medication form, are to be given to the child's teacher as soon as the child arrives at school. No student with a temperature of 100 degrees or above will be allowed to remain in school. Parents will be called to pick up the student at school. Students who are sent home should stay home until at least 24 hours after they no longer have a fever or signs of a fever without the use of fever-reducing medicine.

Students who are unable to participate in physical education class for longer than five days in succession must have a note from home or a note from the doctor.

If your child is ill, please do not send your child to school. Christian Life Academy is not equipped to care for sick students.

### **Communicable Disease**

When a child has the following diseases, he or she may be required, upon the administrator's request, to return to the school with a consent from either a physician or the health department:

Scarlet Fever	Scabies	"Pink Eye"	Whooping Cough
Conjunctivitis	Ringworms	"Strep" Throat	Pinworms
Influenza	Chicken Pox	Pneumonia	Impetigo
German Measles	HIV	Measles	Positive TB test
Mumps	Head Lice		

### **Management of Communicable Disease**

## **Christian Life Academy Parent / Student Handbook Preschool Program**

Parents will be immediately notified of the child's condition when the child has been observed with signs or symptoms of illness. A child with any of the following signs of symptoms of illness shall be immediately isolated and discharged to his parent or guardian:

- Diarrhea (more than one abnormally loose stool within a 24 hour period)
- Severe coughing, causing the child to become red or blue in the face and to make a whooping sound.
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis
- Temperature of 100 degrees Fahrenheit or above
- Untreated infected skin areas
- Vomiting
- Evidence of head lice, scabies, or any other parasitic infection

Students who are removed from the classroom due to illness will be placed under the supervision of a staff member in the school's nurses office or school office. The student will remain within in sight and hearing of the staff member until they are picked up by a parent.

### **School Wellness Policies**

Christian Life Academy is committed to preparing our students to live a life that is both healthy and pleasing to the Lord. We believe that each person should treat his or her body with respect in all areas, and that it is our God-given responsibility to take care of our bodies and maintain our physical health.

With this in mind, Christian Life Academy is committed to keeping our students both healthy and active by providing physical education and health classes throughout the school year, encouraging active play through recess times as well as free play times.

Wellness includes eating a diet that is nutritionally sound, providing the body with the vitamins, minerals, and nutrients that it needs to keep us active.

Students who choose to pack their lunches are encouraged to pack a healthy lunch that meets the requirements of the USDA program (food pyramid), low in fats, sugars and salts. Students are allowed to pack drinks from home - kool-aid, juice drinks, but are strongly encouraged to drink milk while at school.

# Christian Life Academy Parent / Student Handbook

## Preschool Program

Students are not permitted to bring sodas, energy drinks, etc. from home.

### **Section 6: Technology Policy**

#### ***Section I - Acceptable Use Policy***

The intent of this policy is to ensure that **ALL** uses of the District's computer network are consistent with the District's mission statement, strategic plan and Christian Life Academy graduation criteria. Such access serves as a natural extension of the educational lessons learned within the classroom by:

- Providing access to educational resources and reference materials
- Reinforcing the specific subject matter taught
- Requiring the use of critical thinking skills
- Promoting tolerance for diverse views
- Teaching socially appropriate forms of civil discourse and expression

## **Christian Life Academy Parent / Student Handbook Preschool Program**

This policy does not attempt to define **ALL** required or prohibited behavior by users, but rather an operating framework for the user to follow. Each user **MUST** exercise good judgement and appropriate conduct. For purposes of this policy, the District's "computer network" includes all the District's computers and peripheral equipment (including, but not limited to, telephones and fax machines), the District's local and/or wide area network, and access to the Internet through District computers or the District's local and/or wide area network.

### **Section 2 - Opportunities and Risks of Computer Network Use**

Christian Life Academy believes the value of information, interaction, and benefits that access to the District's computers and the Internet offers far outweighs the potential hazards of its use, and the more would be lost by not providing its students, faculty and staff access to this technology and information.

An inherent risk of making these global network resources available is that some users might encounter sources that could be considered controversial or inappropriate. Because global information resources are transitory and uncontrolled, the school cannot predict or totally control what users may or may not locate. The District has chosen, on a "best effort" basis would include, but not be limited to the following:

- Staff supervision
- Security software
- User training

Christian Life Academy does not support or condone access to educationally inappropriate resources. Users **MUST** utilize good judgement when accessing global information resources and be wary of the integrity and content of the information resources, regardless of the source of the technology.

The District may provide students with a student e-mail account that can be accessed through any computer with Internet access. The District may review all files, including electronic communications, that are created on, stored on, or sent to, from or via the computer network. The District reserved the right to participate and cooperate fully in any investigation requested or undertaken by either law enforcement authorities or a party alleging to have been harmed by the use of the District's computer network. Evidence of illegal activity may be reported or turned over to appropriate authorities.

No use of the District's computer network is guaranteed to be error-free and totally dependable, therefore it cannot be held liable for any unforeseen difficulties that may

# Christian Life Academy Parent / Student Handbook

## Preschool Program

arise. The District cannot be held accountable for information that is retrieved through the use of technology.

### Section 3 - User Conduct and Responsibilities

Guidelines for access to the District's computer network within this document apply to **ALL** students, administrators, faculty, and staff, and other employees of the District. These guidelines are not all-inclusive. A user who commits any act of misconduct not specified may also be subject to disciplinary action. Disciplinary actions are consistent with District policies governing such behavior, such as its policy on student behavior and staff contacts.

The District's computer network is part of the educational curriculum and is not intended to be used as a public forum for general use. Access to the computer network is a privilege-not a right-and carries with it responsibilities. **ALL** users of the District's computer network are expected to abide by District policies and rules of behavior. These guidelines are provided here so that users are aware of the responsibilities that the use of technology places upon them.

Users have the opportunity to access the District's computer network for **educational or professional purposes only**. Exercising that privilege requires that the user accept the responsibility for all material they access, view, download, and/or produce. It is necessary for users to evaluate the validity of the information they access via the District's computer network and acknowledge the source of information when appropriate. **ALL** users of the District's computer network are representatives of Christian Life Academy and should act accordingly.

Guidelines for acceptable use include, but are not limited to, the items listed below.

Users will:

- Use appropriate language
- Avoid offensive or inflammatory dialogue
- Adhere to copyright rules and assume that any software that they did not create is copyrighted (unless it is labeled "freeware" or "public domain")
- Not reveal any personal information (i.e., address, phone number, etc.) for themselves or others
- Note that e-mail is not guaranteed to be private. People who operate the school information systems do have authorized access to e-mail; others may have access if authorization has been provided by appropriate school personnel.
- Use technology only for legal activities

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- Be responsible at all times for proper use of their access privileges and avoid impersonation, anonymity or unauthorized sharing of security measures and/or their account (s)
- Take responsibility for any technology-related activities that they borrow or are used under their account or password
- Maintain integrity of technology resources from viruses, physical abuse, potentially damaging messages, etc.
- Respect the rights of others to utilize technological equipment by not utilizing it for non-school purposes
- Abide by any and all policies and procedures of networks, systems, and information resources linked by and through school technology.

Misuse of the District's computer network constitutes gross disobedience or misconduct and is unacceptable. Example of this misuse are any that:

- Disrupt the proper and orderly operation and discipline of the school
- Threaten the integrity or efficient operation of the District's computer network
- Violate the rights of others
- Are socially inappropriate or inappropriate for a student's age or maturity level
- Are primarily intended as an immediate solicitation of funds
- Are illegal or for illegal purposes of any kind

Use of the District's computer network for any unacceptable use will result in the suspension or revocation of computer network privileges, disciplinary action, and/or appropriate legal action.

Examples of District computer network misuse that will result in disciplinary action include, but are not limited to, the following:

- Using obscenities or inflammatory dialogue
- Taking any steps that threaten, or which may be reasonably interpreted to threaten, any person, group of persons, building or property with har, regardless of whether the user intends to carry out such a threat
- Harassing other users
- Using another user's accounts
- Misrepresenting one's self as another user
- Violating the rights of others or their privacy and safety
- Accessing, viewing, downloading, displaying, transmitting, creating, or otherwise possessing or disseminating material that contains pornography, obscenity, or

## **Christian Life Academy Parent / Student Handbook Preschool Program**

sexually explicit, pervasively lewd and vulgar, indecent or inappropriate language, text, sounds, or visual depictions

- Accessing District blocked Web sites, via codes or other improper routes
- Using technology resources for personal business or commercial, private or personal financial gain, including gambling
- Vandalizing data, programs, networks, or information resources
- Degrading or disrupting systems or equipment
- Damaging technology hardware or software - **Students will be held financially responsible for intentional damage**
- Spreading computer viruses
- Gaining unauthorized access to resources or entities
- Violating copyright laws or other intellectual property rights
- Using technology resources for illegal activities
- Accessing, using or possessing any material in a manner that constitutes or furthers fraud (including academic fraud), libel, slander, plagiarism, or forgery
- Attempting to commit any action that would constitute an unacceptable use if accomplished successfully

Violations of these guidelines and/or District policy will be dealt with seriously. Consequences may include, but are not limited to, loss of access to the District's computer network. Users are subject to additional consequences as described in the District's policies and regulations. Illegal activities may also result in referral to law enforcement officials.

### **Section 4 - District Responsibilities and Confidentiality**

The District reserves the right to monitor and log the use of its technology and computer network, monitor network utilization by users, and examine user files and materials as needed. Therefore, users cannot expect absolute privacy from District personnel as it relates to the use of the District's computer network. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files, by persons outside or from persons inside Christian Life Academy. Christian Life Academy reserves the right to deny individual users access to specific technology as a consequence of misuse.

### **Section 5 - Disciplinary Actions**

Failure to comply with this policy and/or the regulations governing the use of the District's computer network will result in disciplinary action. Christian Life Academy

# Christian Life Academy Parent / Student Handbook

## Preschool Program

reserves the right to deny individual users access to the District's computer network as a consequence of misuse.

Minimum action:

- Staff/user conference or reprimand

Additional actions as deemed appropriate:

- Staff/parent contact for student misuse
- Referral to administration for student discipline
- Loss of access to specific technology and/or designated areas for a minimum of three days to two weeks (Note: Multiple infractions may result in extended or permanent loss of technology privileges)
- Confiscation of inappropriate items (s)
- Restitution/restoration
- Administrative and/or Board of Education action, including suspension and expulsion

### **Section 6 - Additional Rules and Actions**

The Administrator reserves the right to establish additional rules and take appropriate actions to implement this policy.

### **Section 7: Preschool (Ages 3-5)**

Christian Life Academy Preschool is a fully licensed program through the Ohio Department of Education. The program is academic in nature and is designed as a preparation program to enter kindergarten.

#### **Class Size**

All class sizes will be in accordance with the Ohio Department of Education guidelines.

Three year old class: 1 teacher to 12 students

Four and Five Year old Class 1 teacher to 14 students

All preschool students must be completely toilet trained. Students will not be permitted to attend wearing diapers or pull-ups.

# **Christian Life Academy Parent / Student Handbook**

## **Preschool Program**

### **Curriculum**

Curriculum for CLA Preschool is published through ABeka Book, a Christian publishing company of Pensacola Christian College. Preschool students course of study will include language arts, numbers, Bible, music, arts and crafts.

### **Daily Schedule**

Classrooms will be open at 7:45 am and will be dismissed at 11:10 am. Due to the academic nature of the preschool program, the program is structured 5 days per week. Attendance is expected all five days of the program.

Afternoon child care program will be available daily from 11:15-5:15 pm.

### **Snacks, Milk, and Lunches**

Parents will need to pack a morning snack for preschool students. Snacks should be nutritious and include a drink. Parents may purchase half pints of chocolate or white milk for CLA for 50 cents each. Students who stay for afternoon daycare will need to either pack a lunch for afternoon program or order a church provided lunch Monday-Wednesday. Thursday all students must pack a lunch. Friday students will have to option to either pack a lunch or to order pizza by the slice.

### **Access to Children**

CLA keeps outdoor entrances locked at all times during operation hours. Parents may be admitted to the facility and have unlimited access to their child at any time during the school day. To be admitted to the building, parents will need to check in at the main school office and be admitted to the building by ringing the doorbell at the office entrance or calling the office directly to be admitted to the building.

### **Student Pick Up and Drop Off Procedures**

#### **Early Morning Drop Off:**

Preschool early morning drop off will be 7:00 am-7:45 am in the school gymnasium door entrance. Classrooms will open at 7:45 am.

#### **After School Pick Up:**

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## Preschool Program

Preschool classes end at 11:10. Students can be picked up directly from their classrooms. Students not picked up by 11:15 will go to daycare. All students must be picked up from daycare programs by 5:15 pm.

### **Class Session Times**

Preschool classrooms will open at 7:45 am and will begin at 8:00 am. Preschool class will end at 11:10 am. Afternoon daycare program will run 11:15 am - 5:15 pm.

### **How to Enter and Exit the Parking Lots of CLA**

The parking lot has one entrance and one exit. The entrance is on the building side and has a drop off lane (right) and a drive through lane (left). There is one exit out of the parking lot, and that is on the parking lot side. Please do not enter through the exit because you do not want to wait in the drop off line. Please be very watchful of the traffic and children walking through parking lots before you pull out. Please do not drive faster than 15 miles per hour while in our parking lots.

No one's life is more important than you meeting a deadline or appointment, or being "in a hurry".

### **Handbook Acknowledgement Statement**

My signature below indicates that I have received and read the CLA Parent / Student Handbook. I understand that it is my responsibility as the parent / guardian to inform the school office of any changes in our residence / address, custody, emergency contacts, etc.

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

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Preschool Program**

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

The handbook agreement form must be submitted to the school office by the end of the first week of school.